



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting
Bay Street Community Room
5616 Bay Street
Emeryville, CA 94608
March 4, 2015 at 9:00AM

Chair

Geoff Sears,
Wareham
Development

Vice Chair

Vacant

Secretary

Alice Rose,
Bay Street

Treasurer

Vacant

Directors

Chaudel Baker,
Cushman &
Wakefield

Melinda Baker
Grifols

Francis Collins, At-
Large Business
Member

Colin Osborne,
Novartis

Rachel Richards,
Federal Realty
Investment Trust

Peter Schreiber,
Pixar

Jason Crouch,
Emeryville Chamber
of Commerce

1. Call to Order
2. Public Comment
3. Introduction of New Directors
4. Approval of Minutes of December 4, 2014 Board of Directors Meeting
5. Executive Director's Report
6. Business Items
 - A. Review 2014 Fourth Quarter Financial & Performance Reports (*Attachment*)
 - B. Board Election of Vice Chair and Treasurer
 - C. Appoint Audit Committee (*Attachment*)
 - D. Discuss Recommended Changes in Projected Costs from the Approved 2015 Budget
 - E. Authorize Executive Director to Purchase LED Bus Signage for a not-to-exceed amount of \$45,000 (*Attachment*)
 - F. Authorize Executive Director to engage D&M Traffic Services, Inc. for Design of New Bus Stop Signage (*Attachment*)
7. Suggestions/Requests from Board Members
8. Confirm date of Next Meeting – April 16, 2015
9. Adjournment

A complete copy of the agenda is available for public viewing in the Emeryville City Clerk's Office at 1333 Park Avenue at least 72 hours prior to the meeting. All writings that are public records and relate to an agenda item above will be made available at the meeting. The TMA will mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request for such materials. If requested, these materials will be made available in appropriate formats to persons with disabilities. Written requests should be mailed to Emeryville TMA, 1300 67th Street, Emeryville, CA 94608. To download a copy of the agenda packet, please visit our website at www.emerygoround.com. If you have comments or questions about this agenda, please email us at info@emerygoround.com, or call the Executive Director, Terry Bowen at (925) 937-0980.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board Meeting of December 4, 2014

1. Call to Order

The meeting was called to order at 9:07AM by Chair, Geoff Sears

Directors Present: Geoff Sears, Colin Osborne, Alice Rose, Bob Canter, Peter Schreiber

Staff present: Roni Hatstrup, Bill Gray and Matt Todd (Gray-Bowen-Scott)

Others present: Karen Hemphill (City of Emeryville), Ken Bukowski, Joyce Jacobson, Trina Ostrander

2. Public Comments

Ken Bukowski acknowledged Matt Todd as the new employee of Gray-Bowen-Scott and informed the Board of his prior role as staff of the Alameda County Transportation Commission.

Joyce Jacobson requested the ETMA Board's support of the request by the Commission on Aging for benches at bus stops at various locations throughout the City and at the MacArthur BART Station. Staff agreed to follow-up with BART regarding the status of the bus stop installations and agreed to forward BART contact information to Joyce.

3. Approval of Minutes of October 16, 2014 Board of Directors Meeting

This item was approved unanimously.

4. Executive Director's Report

Roni Hatstrup informed the Board of recent complaints regarding the distance of the Emery Go-Round shuttle pick-up from the BART Plaza. Roni also noted the issue of having no rear signage on buses and noted the cost of LED signage estimated at \$40,000 was not included in the 2015 Budget, therefore she would continue to research lower cost options and report back at the next meeting.

Director Sears provided direction to staff to re-evaluate the 2015 budget to determine whether the \$40,000 for LED signage could be absorbed. Roni agreed to re-evaluate the 2015 Budget once the 2014 costs were finalized and report back at the next meeting.

5. Business Items

A. Third Quarter Financial & Performance Reports

Roni presented the Third Quarter reports noting the additional \$186,000 in unanticipated revenues received as well as the low cost trends. Roni noted that cost trend would increase over the next quarter due to the increase in operations as well as the added costs for the September bus acquisitions.

Roni also stated that ridership for the third quarter was up thirteen percent from previous quarter.

This item required no action.

- B. Discuss and consider approval of Amendment 3 to Transportation Agreement with the Berkeley Gateway TMA for West Berkeley Shuttle services to extend the term of the agreement one year to December 31, 2015.

Bob Canter motioned for approval, Melinda Baker seconded.

This item was unanimously approved.

- C. Discuss Request for Service Expansion of the Emery Go-Round Hollis Route to Dwight Way in Berkeley during the mid-day, off peak hours, to be funded by the Berkeley Gateway TMA and Authorize staff, in coordination with the Chair, to negotiate final contract terms with the Berkeley Gateway TMA

Francis objected to approving a contract with the Berkeley Gateway TMA without reviewing it first.

Geoff suggested Francis be included in the review of the final contract. Both Geoff and Francis volunteered for as members of a new ad-hoc committee to review the transportation agreement between the ETMA and the Berkeley Gateway TMA.

Alice motioned for approval, contingent upon committee review and approval of the final agreement, Bob Canter seconded.

This item was unanimously approved.

- D. Discuss and Consider Approval of the Proposed Scope and Budget from Gray-Bowen-Scott for 2015 Executive Director services and Authorize Chair to execute Professional Services Agreement.

The Board asked a few questions related to the recent staffing changes and asked the Gray-Bowen-Scott team to justify why the Board should continue contracting with them for these services.

Bill Gray responded to the Board's request noting how the pertinent skillsets of the Gray-Bowen-Scott team would benefit the ETMA, specifically as it relates to the upcoming renewal of the PBID and identifying other potential funding opportunities such as Alameda County Measure BB. Bill finished with expressing gratitude for the work.

Francis Collins motioned for approval, Melinda Baker seconded.

This item was unanimously approved.

6. CLOSED SESSION: Board Discussion on the Scope and Budget Request from Gray Bowen Scott for 2015 Executive Director Services

The Board reconvened after closed session and took action on Item 5D, as noted above.

7. Confirm date of Next Meeting – January 15, 2015

The meeting date was confirmed.

8. Adjournment

The meeting was adjourned at 10:23AM.

EMERY GO-ROUND		4th Quarter Financials			
Revenue		2014 Budget	Actual Revenue Rec'd to Date	% of revenue received	Notes
PBID Revenue					
Net PBID Revenue		2,539,029	2,725,170	107%	Includes \$70k paid from PBID account balance.
Non-PBID Revenue					
ETMA Billed Revenue		69,853	69,853	100%	Received payment for all 2014 direct bills.
Nextbus Sign Revenue		7,200	3,600	50%	
Charter		1,000	2,800	280%	
Interest Income		2,000	1,301	65%	
BGTMA (Net balance of West Berkeley Shuttle revenue)		38,000	44,428	117%	
City Contribution for Emery Go-Round Service		-	-	N/A	Emeryville City Council authorized \$400k for Emery Go-Round. First contribution payment anticipated in 2015. Revenue from sale of two hybrid buses in January 2014.
Other Revenue		50,000	50,000	100%	
Subtotal Non-PBID Revenues		168,053	171,982	102%	
Total Revenue		2,707,082	2,897,152	107%	
Expenditures		2014 Budget	Actual Costs to Date	% of Budget Expended	Notes
Direct Costs					
Bus Leases/Purchases		520,000	503,794	97%	Includes only 4 months at increased level of service. Budget included 9 months at 10% level of increase in service hours, assuming increase in service would begin in early Spring. Actual implementation of service increase was July 2014.
Maintenance		255,000	205,530	81%	
Operations Contract		1,271,000	1,155,245	91%	
Fuel		290,000	275,997	95%	Route Guide production costs were applied to marketing budget below.
Communications		45,000	67,222	149%	
Miscellaneous Operating Costs		6,000	87	1%	
Subtotal Direct Costs		2,387,000	2,207,875	92%	
Indirect (Support) Costs					
Professional Services		350,000	264,074	75%	Management services through September only. October and November invoices of \$28k not included in Actual Costs to date.
Office Expenses		5,000	1,985	40%	
Occupancy		130,000	112,518	87%	Includes rent payments for only 11 months. December rent of \$10k not included.
Marketing		12,000	10,052	84%	
Pilot Projects and Research		10,000	-	N/A	
TMA Insurance		8,000	5,911	74%	
Conferences, Conventions, Meetings, Dues & Subscriptions		1,000	476	48%	
Bus Yard - Site Development & Project Management		-	-	N/A	
Subtotal Indirect Costs		516,000	395,017	77%	
Contingency		-	-	N/A	
Subtotal Other Costs		-	-	N/A	
Total TMA Expenditures		2,903,000	2,602,892	90%	

2014 Revenue vs. Expenditures Balance: (195,918) 294,260

ETMA Cash Balance (as of Dec 31, 2014):	\$ 987,394.04
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WEST BERKELY SHUTTLE		4th Quarter Financials		
<u>Revenue</u> BGTMA - West Berkeley Shuttle Total Revenue - West Berkeley	2014 Budget	Actual Revenue Rec'd to Date	% of Revenue Received	Notes
	158,000	159,682	101%	
	158,000	159,682	101%	
<u>Expenditures</u> Shuttle Operations Professional Service Contracts Total Expenditures - West Berkeley	2014 Budget	Actual Costs to Date	% Expended	Notes
	108,900	106,478	98%	
	11,100	8,776	79%	
	120,000	115,254	96%	
Balance		38,000	44,428	Balance of revenue shown as ETMA revenue above.

City of Emeryville - 8 to Go Paratransit Services		4th Quarter Financials		
<u>Revenue</u> City of Emeryville - 8 to Go Paratransit Total Revenue - City	2014 Budget	Actual Revenue Rec'd to Date	% of Revenue Received	Notes
	74,480	68,718	92%	
	74,480	68,718	92%	
<u>Expenditures</u> Shuttle Operations & Maintenance Fuel Communications Professional Service Contracts Total Expenditures - City	2014 Budget	Actual Costs to Date	% Expended	Notes
	65,000	62,882	97%	
	5,000	4,405	88%	
	480	347	72%	
	3,550	2,243	63%	
	74,030	69,878	94%	
Balance		450	(1,160)	

City of Emeryville - RM2 Grant for Real-Time signage		4th Quarter Financials		
<u>Revenue</u> City Reimbursement for Real-Time Signage @ MacArthur BART Station Total Revenue -City > RM2	2014 Budget	Actual Revenue Rec'd to Date	% of Revenue Received	Notes
	53,000	-	0%	Per City funding agreement, only one final request for reimbursement allowed. (RM2 allocation = \$106k). Project delayed, reimbursement is expected in 2014.
	53,000	-	0%	
<u>Expenditures</u> Capital Equipment Purchase & Data Programming Professional Service Contracts Total Expenditures - City > RM2	2014 Budget	Actual Costs to Date	% Expended	Notes
	35,000	-	0%	
	2,950	546	19%	Coordination with BART on completion of plaza reconstruction and installation of bus shelters.
	37,950	546	1%	
Balance		15,050	(546)	

City of Emeryville - EBOT Study		4th Quarter Financials		
		2014 Budget	Actual Revenue Rec'd to Date	% of Revenue Received
Revenue				
City's contribution for ETMA participation		-	-	N/A
Total Revenue -City > RM2		-	-	N/A
		2014 Budget	Actual Costs to Date	% Expended
Expenditures				
Professional Service Contracts		4,950	3,555	N/A
Total Expenditures - City > RM2		4,950	3,555	N/A
<i>Balance</i>		<i>(4,950)</i>	<i>(3,555)</i>	

Emery Go-Round Quarterly Performance Report

	Oct-14						Nov-14						Dec-14						Q4 Total
	Week 1	Week 2	Week 3	Week 4	Week 5	Total/Avg	Week 1	Week 2	Week 3	Week 4	Week 5	Total/Avg	Week 1	Week 2	Week 3	Week 4	Week 5	Total/Avg	
Dates Covered:	10/1 - 10/5	10/6 -10/12	10/13 - 10/19	10/20 - 10/26	10/27 - 10/31		11/1 -11/7	11/8 - 11/14	11/15 -11/21	11/22 - 11/28	11/29 -11/30		12/1 -12/7	12/8 - 12/14	12/15 -12/21	12/22 - 12/28	12/29 -12/31		
Customer Satisfaction:																			
# of Service Complaints	1	1	0	3	3	8	1	5	2	0	0	8	5	2	5	0	0	12	28
# of Service Compliments	2	2	1	0	0	5	1	4	1	0	0	6	2	1	1	0	0	4	15
Service Reliability:																			
# of Road Calls	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	3	3
Total # of Missed Trips	0	0	0	0	0	0	0	2	0	2	0	4	0	0	0	0	0	0	4
Hollis	0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	0	2
Shellmound/Powell	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	2
Watergate Express	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractor Performance:																			
Total Accidents	1	1	0	2	0	4	2	1	0	1	0	4	1	0	0	0	0	1	9
# of incidents	0	0	0	2	0	2	0	0	0	0	0	0	1	0	0	0	0	1	3
# of preventable accidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of nonpreventable accidents	1	1	0	2	0	4	2	1	0	1	0	4	1	0	0	0	0	1	9
# of injury accidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Passengers (boardings):																			
Total passengers for the same quarter prior year																			
% change from prior year																			
Weekday Total Trip Count																			
Hollis	7,769	11,694	11,840	11,931	12,117	55,351	12,237	11,660	11,528	6,987		42,412	9,523	8,942	9,886	5,097	3,583	37,031	134,794
South Hollis	743	1,103	1,148	936	1,032	4,962	1,136	2,719	1,086	686		5,627	1,395	1,041	1,180	364	333	4,313	14,902
Shellmound/Powell	9,146	14,406	14,083	14,471	13,806	65,912	13,879	14,829	14,626	11,588		54,922	16,460	13,777	14,338	11,642	8,054	64,271	185,105
Watergate Express AM	789	1,322	1,376	1,290	1,431	6,208	1,396	1,259	1,287	680		4,622	1,296	1,178	1,169	445	325	4,413	15,243
Watergate Express PM	1,063	1,835	1,937	1,966	1,862	8,663	1,986	1,774	2,130	1,049		6,939	1,832	1,579	1,772	714	467	6,364	21,966
Subtotal Weekday Passengers	19,510	30,360	30,384	30,594	30,248	141,096	30,634	32,241	30,657	20,990		114,522	30,506	26,517	28,345	18,262	12,762	116,392	372,010
Powell weekend	4,290	4,331	3,753	3,262	-	15,636	3,324	3,697	3,762	3,768	2,979	17,530		3,510	3,784	3,922	-	11,216	44,382
Total Passengers	23,800	34,691	34,137	33,856	30,248	156,732	33,958	35,938	34,419	24,758	2,979	132,052	30,506	30,027	32,129	22,184	12,762	127,608	416,392

2014 Annual Ridership Summary	
Q1	381,216
Q2	425,010
Q3	457,239
Q4	416,392
Total Ridership:	1,679,857

Fleet Performance																					
Bus #	103	104	105	106	109	110	111	112	114	115	487	683	2107	V111	65	66	67	68	207	207	TOTAL
# of Days in for Maintentance																					
OCTOBER	0	1	9	0	31	1	0	0	12	31	0	0	0	0	0	0	0			85	
NOVEMBER	2	8	0	16	31	4	20	0	0	31	0	0	0	0	0	0	7	0		119	
DECEMBER	5	3	0	22	31	5	31	18	9	18	0	3	0	0	0	0	2	0	14	7	168
Maintenance Costs																					Q4
OCTOBER	\$ 2,761.58	\$ 760.65	\$ 1,445.05	\$ 884.43	\$ -	\$ 571.45	\$ 485.85	\$ 258.17	\$ 4,216.75	\$ 327.63	\$ 518.90	\$ 299.24	\$ 2,428.87	\$ 3,119.49	\$ 3,107.81	\$ 290.82	\$ 1,432.56	\$ 3,381.88	\$ -	\$ -	\$ 26,291.13
NOVEMBER	\$ 470.88	\$ 909.43	\$ 1,431.24	\$ 50.65	\$ 11,511.06	\$ 340.68	\$ 1,389.45	\$ 1,361.82	\$ 204.82	\$ -	\$ -	\$ -	\$ -	\$ 287.24	\$ -	\$ 3,481.36	\$ -	\$ 781.41	\$ -	\$ -	\$ 22,220.04
DECEMBER	\$ 1,100.90	\$ 469.38	\$ 954.27	\$ 2,399.87	\$ 1,068.44	\$ 2,402.92	\$ 2,284.51	\$ 908.35	\$ 971.87	\$ 3,850.65	\$ 2,770.30	\$ 4,256.43	\$ 1,048.54	\$ -	\$ -	\$ -	\$ 4,128.60	\$ -	\$ 526.03	\$ -	\$ 29,141.06
Miles Driven																					
OCTOBER	643	1,729	664	2,551	-	3,881	2,808	2,581	1,640	-	2,222	3,012	-	65	3,889	3,712	4,009	3,201	-	-	36,607
NOVEMBER	666	807	1,577	914	-	2,659	892	1,138	2,318	-	2,081	2,612	1,899	341	3,357	2,690	3,055	2,682	-	-	29,688
DECEMBER	1,428	1,609	2,589	455	-	2,371	296	866	2,607	324	1,941	2,640	2,060	653	3,296	3,149	2,679	2,770	1,376	956	34,065
Miles per gallon (monthly)																					
OCTOBER	8.61	4.89	4.91	5.46	-	8.55	6.02	6.90	3.87	-	4.12	2.25	6.22	8.32	4.95	6.97	5.85	5.57	-	-	93.46
NOVEMBER	4.53	4.84	9.51	3.36	-	4.94	9.17	7.79	4.43	-	3.98	3.92	6.15	19.05	5.49	5.07	5.31	5.52	-	-	103.06
DECEMBER	5.61	5.50	5.40	11.87	-	5.19	4.16	4.81	5.69	2.52	3.93	4.51	5.40	16.70	5.16	4.78	4.49	5.66	7.07	6.52	114.97

Note:

of the Board;

F. Expend corporate funds to support a nominee for Director after more people have been nominated for Director than can be elected; or

G. Approve any contract or transaction to which the corporation is a party and in which one or more of its Directors has a material financial interest, except as special approval is provided for in Section 5233(d)(3) of the California Corporations Code.

Section 2 Executive Committee.

The board shall have an Executive Committee that consists of the Chair and Vice Chair of the Board, the Executive Director (with no voting rights), the Treasurer, the Secretary of the Board and no persons who are not on the Board. The Executive Committee shall meet as often as it deems necessary or appropriate. All meetings of the Executive Committee shall be conducted in compliance with the Brown Act. The Executive Committee shall be limited in its authority as set forth in Section 1 of this Article. The Executive Committee shall report its actions to the full Board at the next scheduled Board Meeting. Executive Committee meetings shall be called by the Chair, or in his or her absence, by the Secretary. A majority of the Executive Committee members shall constitute a quorum. The vote of a majority of the Executive Committee members present at a meeting duly held at which a quorum is present is the act of the Executive Committee.

Section 3 Audit Committee.

If required by law, the Board shall have an Audit Committee which shall consist of at least three (3) Directors, each of whom shall be free of any relationships that would interfere with his or her exercise of independent judgment. Without limiting the foregoing, the Audit Committee shall include no members of the staff of this corporation and no person with a material financial interest in any entity that does business with this corporation. In addition, the treasurer of this corporation shall not serve on the Audit Committee, regardless of whether he or she is compensated by the corporation. Furthermore, members of the Finance Committee of this corporation (if any) shall comprise less than one-half of the Audit Committee, and the Audit Committee Chair shall not be a member of the Finance Committee. No member of the Audit Committee shall receive any compensation from this corporation except for compensation that he or she may receive for his or her service on the Board.

Each Audit Committee member shall have a general working knowledge of financial reporting and shall be able to understand and interpret financial statements and supporting schedules.

The Audit Committee shall oversee management's preparation of financial statements and the audit by an independent auditor of the financial statements of this corporation. The Audit Committee shall also comply with and perform all functions specified in its charter, if any, as reviewed and established by the Board from time to time. Without limiting the foregoing, the Audit Committee shall have the following express responsibilities on behalf of this corporation, subject to the supervision of the Board.

A. Recommending to the Board the retention and termination of an independent

auditor to prepare financial statements for the corporation;

- B.** Negotiating the independent auditor's compensation on behalf of the Board;
- C.** Conferring with the auditor to satisfy Members that the financial affairs of the corporation are in order;
- D.** Reviewing and determining whether to accept the audit;
- E.** Assuring that any non-audit services performed by the audit firm conform with the standards for auditors' independence contained in the latest revision of the Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book");
- F.** Approving the performance of all non-audit services provided by the audit firm;
- G.** Reviewing major changes to the corporation's accounting principles and practices;
- H.** Reviewing the management letter and the corporation's response with the auditor; and
- I.** Reviewing, approving, and monitoring the corporation's internal audit function and current compliance activities.

The Audit Committee shall meet no less often than two (2) times per year. It shall report to the Board periodically, but at least once per year in connection with the presentation to the board of the corporation's audited financial statements and the auditor's report.

Section 4 Advisory Committees.

The Chair may also create one or more advisory committees to serve at the pleasure of the Chair. Such committees shall not have the authority of the Board and may include both Directors and non-Directors. Non-Directors shall not have voting rights in the committee. Advisory Committees shall comply with the Brown Act, when applicable.

Section 5 Meetings and Action of Committees.

Meetings and actions of committees of the Board shall be governed by, held and taken in accordance with the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by resolution of the committee of the Board. Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee, provided they are consistent with these Bylaws. In the absence of rules adopted by the Board, the committee may adopt such rules.

EMERY GO-ROUND		2015 Budget vs. Estimated Costs		
Revenue	2015 Budgeted Revenue	2015 Estimated Changes	2015 Estimated Revenue	Notes
<u>PBID Revenue</u>				
PBID Revenue	2,814,764	-	2,814,764	
City/County Fees (Administration and Legal Costs)	(67,000)	-	(67,000)	
Estimated Non-Collectables	(125,000)	-	(125,000)	
Net PBID ¹	2,622,764	-	2,622,764	
<u>Non-PBID Revenue</u>				
ETMA Billed Revenue	71,599	-	71,599	
Nextbus Sign Revenue	7,200	-	7,200	
Charter	1,000	-	1,000	
Interest Income	2,000	-	2,000	
BGTMA Revenue	26,000	72,000		Additional estimated revenue to offset costs for EGR service expansion to West Berkeley. Assume service will begin in April.
			98,000	
City of Emeryville - General Fund Contribution	226,000	-	226,000	
Other revenue	-	-	-	
Subtotal Non-PBID Revenues	333,799	72,000	405,799	
Total Revenue	2,956,563	72,000	3,028,563	
Expenditures	2015 Approved Budget	2015 Estimate Changes	2015 Estimated Costs	Notes
<u>Direct Costs</u>				
Bus Leases/Purchases	580,000	115,000	695,000	Recommend acceleration of fleet replacement. Includes lease of 3 buses in the Spring. Original budget assumed only 2 buses in the Summer and did not include shortened lease terms.
Maintenance	285,000	50,000	335,000	
Operations Contract	1,510,500	(150,000)	1,360,500	Recommend delay of 15% increase in service hours for 4th route until Fall 2015. Includes increase in service on Saturdays as well as expansion of EGR service to West Berkeley, per funding arrangement with BGTMA.
Fuel	325,000	-	325,000	
Communications	50,000	-	50,000	
Miscellaneous Operating Costs	6,000	60,000	66,000	Includes \$45k for LED signage for buses, plus \$15k for bus stop sign replacement project.
Subtotal Direct Costs	2,756,500	75,000	2,831,500	
<u>Indirect Costs</u>				
Professional Services	375,000	-	375,000	
Office Expenses	5,000	-	5,000	
Occupancy	135,000	-	135,000	
Marketing	12,400	-	12,400	
Pilot Projects and Research	25,000	-	25,000	
TMA Insurance	8,000	-	8,000	
Conferences, Conventions, Meetings	1,000	-	1,000	
Bus Yard - Site Development & Project Management	-	-	-	
Subtotal Indirect Costs	561,400	-	561,400	
Contingency	-	-	-	
Subtotal Other Costs	-	-	-	
Total TMA Expenditures¹	3,317,900	75,000	3,392,900	
Balance/Shortfall (Revenue - Expenditures)	(361,337)		(364,337)	

Cash Balance	Per Approved Budget	Revised per Estimated Costs	Notes
Cash Balance on 1/1/15)	581,340	987,394	
2015 Projected Shortfall (Revenue - Expenditures)	(346,909)	(364,337)	
Projected Cash Balance on 1/1/16)	234,431	623,057	Minimum reserve required, per ETMA policies, is 7% of operating budget.

Estimate Response Form Report



11/14/2014 12:21:55 PM
LUMINATOR HOLDING L.P.
900 KLEIN ROAD
PLANO TX 75074

972-424-6511

Customer:

Prospect: B300009

ATTN: RONI HATTUP
EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION
1676 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK CA 94596

Phone: 925-937-0980

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
B000000186		11/14/2014	12/14/2014		USD US Dollar
		Quantity	Item	Unit Price	Extended Price
		5.000		1,200.00000	
		EA	906-1472-908		6,000.00
			Final Asm,14x72-8mm Amber,ML		
		5.000		250.00000	
		EA	906-0001-402		1,250.00
			Oper Ctrl Unit,MobiLite ICU402		
		5.000		200.00000	
		EA	806-8606-R35		1,000.00
			HARNESS,L-SER,SIDESIGN BAK & R		
		5.000		1.00000	
		EA	9000000700		5.00
			MOUNTING BRACKETS-TBD		

Estimate Response Form Report



11/14/2014 12:21:55 PM
LUMINATOR HOLDING L.P.
900 KLEIN ROAD
PLANO TX 75074

972-424-6511

Customer:

Prospect: B300009

ATTN: RONI HATTUP
EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION
1676 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK CA 94596

Phone: 925-937-0980

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
B000000186		11/14/2014	12/14/2014		USD US Dollar
MOUNTING BRACKETS TO BE DETERMINED (PRICE AND PART NUMBERS)					

* LUMINATOR/TwinVision SUPPLIES A STANDARD ONE (1)
YEAR WARRANTY ON PARTS FROM TIME
OF ACCEPTANCE.

Prices quoted are firm for 180 days after the date of quote. After that time, prices are subject to change without notice. Terms:
Net 30 days F.O.B. our plant Luminator is not responsible for any applicable taxes and duties unless otherwise stated. All amounts
in USD. Delivery 2-4 weeks after order is received. Additional terms and conditions will be provided.

Kristine Kline-Almand
Marketing Coordinator

Sale Amount:	8,255.00
Order Disc(0.00%):	0.00
Sales Tax:	701.25
Misc Charges:	0.00
Total Amount:	8,956.25

Estimate Response Form Report



11/14/2014 12:34:56 PM
LUMINATOR HOLDING L.P.
900 KLEIN ROAD
PLANO TX 75074

972-424-6511

Customer:

Prospect: B300009

ATTN: RONI HATTUP
EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION
1676 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK CA 94596

Phone: 925-937-0980

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
B000000188		11/14/2014	12/14/2014		USD US Dollar
		Quantity	Item	Unit Price	Extended Price
		6.000		1,500.00000	
	EA		906-1408-908 Final Asm,14x108-8mm Amber,ML		9,000.00
		6.000		1,200.00000	
	EA		906-1472-908 Final Asm,14x72-8mm Amber,ML		7,200.00
		6.000		1,200.00000	
	EA		906-1472-908 Final Asm,14x72-8mm Amber,ML		7,200.00
		6.000		250.00000	
	EA		906-0001-402 Oper Ctrl Unit,MobiLite ICU402		1,500.00
		6.000		200.00000	
	EA		806-8606-R35 HARNESS,L-SER,SIDESIGN BAK & R		1,200.00
		6.000		150.00000	
	EA		9000000700 INSTALL KIT, 3 SIGNS		900.00

Estimate Response Form Report



11/14/2014 12:34:56 PM
LUMINATOR HOLDING L.P.
900 KLEIN ROAD
PLANO TX 75074

972-424-6511

Customer:

Prospect: B300009

ATTN: RONI HATTUP
EMERYVILLE TRANSPORTATION MANAGEMENT
ASSOCIATION
1676 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK CA 94596

Phone: 925-937-0980

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
B000000188		11/14/2014	12/14/2014		USD US Dollar

EXACT PART NUMBER FOR 3 SIGN INSTALL KIT TO BE DETERMINED.

* LUMINATOR/TwinVision SUPPLIES A STANDARD ONE (1)
YEAR WARRANTY ON PARTS FROM TIME
OF ACCEPTANCE.

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Net 30 days F.O.B. our plant Luminator is not responsible for any applicable taxes and duties unless otherwise stated. All amounts
in USD. Delivery 2-4 weeks after order is received. Additional terms and conditions will be provided.

Kristine Kline-Almand
Marketing Coordinator

Sale Amount:	27,000.00
Order Disc(0.00%):	0.00
Sales Tax:	2,218.50
Misc Charges:	0.00
Total Amount:	29,218.50



February 25, 2015

Gray-Bowen
1676 N California Blvd. Suite # 400
Walnut Creek, CA 94596
925-937-0980 x 212

Veronica Hattrup
925-899-4246
roni@gray-bowen.com

I am pleased to provide a quote per your request for Emery Go-Round Signs
The quantity / price breaks are reflected below

Qty.	Description	Price	Total
1	Design new bus stop signs	\$ 430.00	

Labor	\$ 430.00
Total	\$ 430.00

Thank you for the opportunity to quote on your project. If you have any questions, please call me at 408-591-2690 or 408.436.1127.

Sincerely,

Terri Rodgers
Cell # 408-591-2690
Sales



February 25, 2015

Gray-Bowen
1676 N California Blvd. Suite # 400
Walnut Creek, CA 94596
925-937-0980 x 212

Veronica Hattrup
925-899-4246
roni@gray-bowen.com

I am pleased to provide a quote per your request for Emery Go-Round Signs
The quantity / price breaks are reflected below

Qty.	Description	Price	Total
	Labor		
43	Install Bus route signs on existing poles w/hardware	\$ 59.00	\$ 2,537.00
43	Remove existing Sign Box	\$ 50.00	\$ 2,150.00
	Taxable		
3	Mobilization to Emeryville	\$ 1,325.00	\$ 3,975.00
43	12 x 18 Double sided bus signs with Graffiti guard	\$ 23.85	\$ 1,025.55
10	Estimate Pole extensions (set screw adapter)	\$ 21.00	\$ 210.00
1	Permit charge		\$ 685.00
Sub Total			\$ 5,210.55
Tax			\$ 455.93
Labor			\$ 4,687.00
Total			\$ 10,352.93

Thank you for the opportunity to quote on your project. If you have any questions, please call me at 408-591-2690 or 408.436.1127.

Sincerely,

Terri Rodgers
Cell # 408-591-2690
Sales

**Emeryville Transportation Mgt. Assoc.
Check register**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bank of Marin Money Market							
Transfer	11/03/2014			Funds Transfer		125,000.00	1,061,208.40
Payment	11/10/2014		Berkeley Gateway TMA		10,262.37		1,071,470.77
Transfer	11/30/2014			Funds Transfer		200,000.00	871,470.77
Deposit	11/30/2014			Interest	54.08		871,524.85
Total Bank of Marin Money Market					10,316.45	325,000.00	871,524.85
Bank of Marin operating							
Check	11/01/2014	Auto-pay	Bank of Alameda Bus # 113 Loan			4,122.87	18,402.31
Check	11/01/2014	Auto pay	Bank of Alameda Bus # 115 Loan			5,644.43	12,757.88
Check	11/01/2014	E-pay	John Tounger, CPA	Accounting		1,500.00	11,257.88
Check	11/01/2014	E-pay	ModSpace	Nov rent		670.11	10,587.77
Check	11/01/2014	Auto pay	Wells Fargo Equipment Finance			17,782.00	-7,194.23
Check	11/01/2014	Epay	Wells Fargo Equipment Finance			8,520.00	-15,714.23
Transfer	11/03/2014			Funds Transfer	125,000.00		109,285.77
Check	11/14/2014	1108	Gray-Bowen-Scott	Oct Services		14,434.00	94,851.77
Check	11/26/2014	1109	Damonodesign	MVGO Branding & website design		2,250.00	92,601.77
Check	11/26/2014	1110	Waste Management	Garbage Service		105.20	92,496.57
Check	11/26/2014	1111	AC Transit	Oct Fuel Cust		26,351.55	66,145.02
Check	11/26/2014	1112	ADMACdi	West Berkeley Flyer		92.65	66,052.37
Check	11/26/2014	1113	MV Transportation Inc	August maintenance		20,816.67	45,235.70
Check	11/26/2014	1114	MV Transportation Inc	October maintenance		27,446.12	17,789.58
Check	11/28/2014	e-pay	LBA RIV - Company XII, LLC	Dec rent		9,154.93	8,634.65
Transfer	11/30/2014			Funds Transfer	200,000.00		208,634.65
Check	11/30/2014	Auto-pay	Wells Fargo Equipment Finance	Bus #7207 & #7208		12,393.00	196,241.65
Check	11/30/2014	1034060142	MV Transportation Inc	October services various invoices		<u>121,035.05</u>	<u>75,206.60</u>
Total Bank of Marin operating					325,000.00	272,318.58	75,206.60
MMSummit Pre-PBID funds							138,268.09
Petty Cash							10.00

Emeryville Transportation Mgt. Assoc.
Check register

	Type	Date	Num	Name	Memo	Deposit	check	Balance
Bank of Marin Money Market								1,085,099.58
	Transfer	12/10/2014			Funds Transfer		150,000.00	871,524.85
Total Bank of Marin Money Market						0.00	150,000.00	721,524.85
Bank of Marin operating								75,262.17
	Check	12/01/2014	1115	at&T 129402070	ISP acct# 129402070		108.00	75,154.17
	Check	12/02/2014	Auto-pay	Bank of Alameda Bus # 113 Loan			4,122.87	71,031.30
	Check	12/02/2014	Auto pay	Bank of Alameda Bus # 115 Loan			5,644.43	65,386.87
	Check	12/02/2014	E-pay	John Tounger, CPA	Accounting		1,500.00	63,886.87
	Check	12/02/2014	E-pay	ModSpace			670.11	63,216.76
	Check	12/02/2014	Auto pay	Wells Fargo Equipment Finance			17,782.00	45,434.76
	Check	12/02/2014	Epay	Wells Fargo Equipment Finance			8,520.00	36,914.76
	Check	12/02/2014	1118	AT&T-3761	Account: 510 652-3761 984 7		87.52	36,827.24
	Check	12/02/2014	1119	AT&T 3862	Phone 510 451-3862		55.36	36,771.88
	Check	12/02/2014	1120	Chela Janitorial Services Inc	Oct & Nov		260.00	36,511.88
	Check	12/02/2014	1121	Transport Graphics	Bus Graphics Inv# 27906		1,828.20	34,683.68
	Check	12/03/2014	epay	Wells Fargo Equipment Finance			12,403.00	22,280.68
	Check	12/10/2014	1122	EBMUD	Water service 55759800001		318.93	21,961.75
	Check	12/10/2014	1123	MV Transportation Inc	Sept Maintenance Inv# 56404		22,803.90	-842.15
	Check	12/10/2014	1124	AC Transit	Fuel Cust # 10565 ARO 00000743		19,678.72	-20,520.87
	Check	12/10/2014	1125	Damonodesign	Website design Inv# GBS-MGOROUND October		1,912.50	-22,433.37
	Transfer	12/10/2014			Funds Transfer	150,000.00		127,566.63
Total Bank of Marin operating						150,000.00	97,695.54	127,566.63
MMSummit Pre-PBID funds								138,302.56
Total MMSummit Pre-PBID funds								138,302.56
Petty Cash								10.00
Total Petty Cash								10.00

Emeryville Transportation Mgt. Assoc.

Check register

Type	Date	Num	Name	Memo	Deposit	Check	Balance
Bank of Marin Money Market							
Transfer	01/23/2015			Funds Transfer		275,000.00	446,570.90
Deposit	01/31/2015			Interest	34.63		446,605.53
Total Bank of Marin Money Market					34.63	275,000.00	446,605.53
Bank of Marin operating							127,566.63
Check	01/01/2015	Auto-pay	Bank of Alameda Bus # 113 Loan			4,122.87	123,443.76
Check	01/01/2015	Auto pay	Bank of Alameda Bus # 115 Loan			5,644.43	117,799.33
Check	01/01/2015	E-pay	John Tounger, CPA	Accounting		1,500.00	116,299.33
Check	01/01/2015	e-pay	LBA RIV - Company XII, LLC			9,154.93	107,144.40
Check	01/01/2015	E-pay	ModSpace	Feb		670.11	106,474.29
Check	01/01/2015	Auto pay	Wells Fargo Equipment Finance			17,782.00	88,692.29
Check	01/01/2015	Epay	Wells Fargo Equipment Finance			8,520.00	80,172.29
Bill Pmt -Check	01/14/2015	1126	AT&T-3761			83.28	80,089.01
Bill Pmt -Check	01/14/2015	1127	AT&T 3862			55.35	80,033.66
Bill Pmt -Check	01/14/2015	1128	EMERYVILLE CHAMBER OF COMMERCE	2015 Dues		260.00	79,773.66
Bill Pmt -Check	01/14/2015	1129	Morgan's Outdoor Living, Inc.			218.00	79,555.66
Check	01/14/2015	1130	Chela Janitorial Services Inc	Jan services		404.65	79,151.01
Bill Pmt -Check	01/14/2015	1131	AC Transit	Dec Fuel		18,684.15	60,466.86
Bill Pmt -Check	01/23/2015	1132	MV Transportation Inc	Additional Maintenance Aug 2014		3,358.94	57,107.92
Bill Pmt -Check	01/23/2015	1133	MV Transportation Inc	November services		127,309.63	-70,201.71
Bill Pmt -Check	01/23/2015	1134	at&T 129402070	ISP Acct# 129402070		94.00	-70,295.71
Bill Pmt -Check	01/23/2015	1135	Damonodesign	December services		187.50	-70,483.21
Bill Pmt -Check	01/23/2015	1136	MV Transportation Inc	December services		144,276.68	-214,759.89
Check	01/23/2015	1137	AT&T-3761	Account: 510 652-3761 984 7		103.28	-214,863.17
Check	01/23/2015	1138	Verizon	Driver phones Acct # 642033362-00001		89.30	-214,952.47
Check	01/23/2015	1139	Balboa Capital Corporation	Water Service Cust# 100389 Inv# 1935883		270.53	-215,223.00
Check	01/23/2015	1140	Waste Management	Garbage Service, Acct # 063-4070140-2216		105.20	-215,328.20
Transfer	01/23/2015			Funds Transfer	275,000.00		59,671.80
Check	01/27/2015	e-pay	LBA RIV - Company XII, LLC	Feb rent		9,081.89	50,589.91
Check	01/29/2015	Auto-pay	Wells Fargo Equipment Finance	Bus #7207 & #7208		12,393.00	38,196.91
Total Bank of Marin operating					275,000.00	364,369.72	38,196.91
MMSummit Pre-PBID funds							138,291.19
Petty Cash							10.00